

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency: Community Action Board of Santa Cruz County, Inc.
Address: 406 Main Street, Suite #207
City: Watsonville, CA. 95076

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person: Christine Johnson-Lyons
Title: Executive Director
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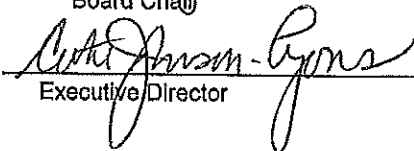
Section II - Certification

1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding. ☒

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.



Board Chair



Executive Director

5-11-09

Date

5/11/09

Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 39080585

Section IV - CCR Number -

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 5FVG2

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

The Local Plan was made available for public inspection beginning at 5:00 pm, May 12th, on the Community Action Board of Santa Cruz County Website. We advertised its availability via a mass e-mail that included 80 service provider members of the Santa Cruz County Human Care Alliance and media contacts.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

CAB ARRA services create employment opportunities, retain employment, and provide related workforce preparation activities. The target population for these services will be those in Santa Cruz County who face the most employment related challenges: very low-income women with multiple barriers to living wage employment, at-risk and adjudicated youth, homeless people, recent immigrants and other very low-income people with minimal job experience and skills and/or incomplete education. The hub of this strategy is the creation of a CAB Job Developer position who will work closely with the three different CAB-led workforce preparation efforts as outlined in Section VIII, Projects and Activities. All activities will be tailored to fit the needs of the targeted populations to increase their economic growth and employment opportunities. The targeted populations are represented in each of the four CAB focus areas: Employment, Homeless Services, Immigration Services and Community Development. Each activity will develop a plan to sustain their employment efforts following the end of the CSBG Recovery Act's 15-month contract period.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

Service area Santa Cruz County. Delivery systems: 1.) Green Technologies Training and Employment Services (Green Tech) - following outreach and orientation, low-income women will enroll in 5 - 6 week workshops and hands-on energy efficient building and maintenance training on green building and practices with a focus on non-traditional career pathways. The participants will receive long-term case management & job placement assistance which may include on-the-job training. Another track will include homeless, formerly incarcerated women who reside in CAB's transitional housing residence, 2.) Youth/Young Adult Workforce Preparation - adjudicated & at-risk youth (composed of successful graduates from alternative-to-incarceration programs operated by CAB, and other sources) will receive training & case management leading to job search/placement assistance. Rurally isolated, North Coast youth will participate in paid on-the-job training providing outreach/access to medical services for farmworkers & their families residing on 11 NC ranches, 3.) two job retention projects will assist homeless people (communication links) & documented immigrants (legal assistance) to retain their employment.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities:

The ARRA services increase employability leading to increased income for the short and long term. The Green Tech training and follow-up will expand the economic well-being of women and families by increasing participants' knowledge and ability to secure a job placement with a career ladder in a green business or industry. Such non-traditional focus jobs result in employment which pays 20 - 40% more than traditional employment. The workforce preparation with youth will have short-term gains through increased income from largely entry-level positions. However, the long-term gain of altering the pathways of at-risk behavior to a confident worker has enormous economic gain for the individuals and the community. Through job retention services, documented immigrants' long-term family income prospects are improved. The jobs retained through the homeless voicemail system will lead to short-term gains benefiting the individual/family/community and to assist them in becoming more economically and socially stable.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

The linkages necessary to fill identified gaps in service already exist within the current functions of CAB. CAB employees who provide information and referral, case management and follow-up consultations either assist their clients with CAB services or refer them to one of the many public, private and faith-based service providers in Santa Cruz County. CAB maintains a referral list with over 175 such resources in the County. CAB staff are knowledgeable and connected to resources that are appropriate for their target population such as union apprenticeship programs, educational opportunities, immunization clinics, and housing resources. For those clients receiving case management services or who participate in family service center activities, CAB will track and verify job placement and retention as well as providing retention support as needed.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

The CAB Community Action Plan lists over 120 service providers and governmental agencies that CAB works with including the Human Care Alliance (HCA), the Santa Cruz County Career Technology Education Community Collaborative, Homeless Action Partnership, Family Resource Network, Second Harvest Food Pantry Network, Children's Network, CIS Customer Service Advisory Board, Ecology Action and others. Through on-going communication and coordination, duplication and/or supplanting is avoided.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

The bulk of the recovery funds will be used for direct employment related services and activities. CAB's current multi-tiered provision of emergency, sustaining, and self-sufficiency services are client driven and innovative. Identifying and filling needs has been a CAB priority throughout its existence. ARRA funding continues this innovation by supporting non-traditional employment for women with a focus on green jobs, using case managed employment as a venue for re-directing at-risk youth, employing rural isolated teens to provide services to their community's farmworkers, managing a free bi-lingual voice message service for homeless people, and providing job placement assistance to formerly incarcerated women residing in CAB's transitional housing program.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

The CAB Board is conducting its needs assessment for the 2010-2011 Community Action Plan and recently held its Public Hearing. Over half of the people in attendance testified in support of the need to expand employment assistance services. CAB also circulates a needs assessment survey to low-income people as part of the process and the 75 collected thus far overwhelmingly cite the most pressing need for low-income people in Santa Cruz County as employment and housing as well as their satisfaction with CAB services. The unemployment rate in Santa Cruz County in March 2009 was 13.6%, indicating both a lack of employment opportunities and the 20,400 county residents seeking employment. The unemployment rate for the City of Watsonville, located in South County, was pegged at an even higher 27.5%. The County also has a very high cost of living, as indicated by the Santa Cruz County Family Economic Self-Sufficiency Standard for a single parent with two children of \$21.75/hr - and there are very few job openings near that level. This confirms using ARRA funds for CAB's employment focus area.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

CAB programs (serving all Santa Cruz County) make referrals regarding Federal, State and local benefit programs. Specifically, the rural isolated North Coast residents receiving services via the Davenport Resource Service Center are assisted by staff who have attended County workshops specifically designed for this purpose and refer/facilitate low-income people in obtaining the following services: WIC, Food Stamps, MediCal, TANF, Medicare, Healthy Families, Homeless Persons Health Project medical care, Social Security and other benefits. CAB's The Shelter Project staff provide this same information to homeless clients or clients in danger of becoming homeless as well as direct sign-ups for Healthy Families. CAB's Santa Cruz County Immigration Project provides information and referral and also interpret the ramifications of public benefit assistance to their documented immigrants clients.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

The CAB Webpage will contain regular updates on the Agency's participation in the various Recovery Act services it supplies. Staff will monitor services and develop outcomes that can be shared: on the CAB Webpage and via communications with the local media, elected officials and service provider colleagues.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

All CAB staff refer low-income clients needing energy assistance to Central Coast Energy Services (CCES). The CCES Executive Director is aware of CAB services and passes on this information to his staff as appropriate.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

CAB and CCES staff have met several times to discuss collaborating on efforts to provide training and employment opportunities to CAB clients. As CCES ramps up its training and recruiting efforts, CAB will provide applicants for consideration. CAB's adult work crew currently collaborates with CCES by distributing their outreach material door-to-door.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Green Technologies Training and Employment Services (Green Tech)		
Cost	\$120,000		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 34	<input checked="" type="checkbox"/> Retained # 6	
Description	Women seeking non-traditional careers will participate in CAB's Green Tech Project by enrolling in a 2 - 3 week comprehensive green jobs skill training & choose a career-path track that places them in either 1.) a 2 - 3 week hands-on green technology training, or, 2.) placement into case management leading to employment in other non-traditional careers. Both tracks include focused career counseling and follow-up case management. CAB's program, Gemma, will provide case management, workforce preparation activities and interface with the CAB Job Developer to place formerly incarcerated homeless women residing in the Gemma transitional residence into employment. These women have multiple barriers to employment due to a variety of dependencies and employer distrust of applicants with criminal records.		

A.2) Project/Activity #2

Title	At-Risk Youth Workforce Preparation Project		
Cost	\$95,000		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 21	<input type="checkbox"/> Retained #	

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Description	Adjudicated or at-risk youth, aged 14 to 24, will participate in CAB's Community Restoration Project's job training & mentorship program which will provide workforce preparation workshops and case managed employment for graduates from their weekend alternative to incarceration program as well as Probation referrals, timed-out youth from WIA services or other sources. Working with the case managers and the CAB Job Developer, 30 youth will receive job placement assistance and job related support. These jobs will be a mix of full and part time depending on the youths' student status. We anticipate that there will be a total of 20 FTE's from this activity. A priority focus will be to train and place the youth into green employment. These youth have multiple barriers to employment ranging from maintenance of sobriety issues, gang involvement, inadequate transportation, and discrimination due to sexual orientation, ethnicity, and offender status. 7 low-income North Coast teens will participate in paid on-the-job training with CAB's NCTC Coordinator & serve as promotores to create outreach & linkages to farmworkers & their families.
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A.3) Project/Activity #3

Title	Job Retention Service for Immigrants and Homeless People
Cost	\$60,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 5 <input checked="" type="checkbox"/> Retained # 45
Description	CAB's The Shelter Project will provide communication links between employers and homeless clients via a bilingual homeless voicemail service; CAB's Santa Cruz County Immigration Project will assist documented immigrants to retain legal status in order to retain their employment.

A.4) Project/Activity #4

Title	CAB Job Developer
Cost	\$72,719
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 25 <input type="checkbox"/> Retained #
Description	CAB has three programs that provide workforce preparation services. This new position, partly supported with ARRA funds, will work with the CAB staff and these programs to provide job identification & placement assistance on an agency wide basis. While the bulk of their work is reflected in the job created measurements of the other activities, we anticipate that this position will create an additional 20 jobs. As this Job Developer identifies employment openings and their required skill levels, CAB will distribute this information to case managers at other CAB programs who work with the community which will lead to employment.

A.5) Project/Activity #5

Title	Leveraging Recovery Act Funding
Cost	\$115,535
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 12 <input type="checkbox"/> Retained #
Description	CAB is creating two new positions to leverage ARRA services. The Associate Director will oversee and monitor the various ARRA grants that CAB has already obtained or has applied for. Currently, in addition to the CSBG ARRA funding, CAB has applied as part of collaboratives for ARRA funding from five other sources. The Associate will coordinate data collection and reporting and supervise the job developer. It is anticipated that this position in the course of their work will independently create five new jobs. The second position is a CAB Fund Developer that will work with staff and the Board to increase donations. The Fund Development Plan creates a system that will ensure increased donations through the long-term which will support the on-going and employment focused services of the CAB programs. We anticipate that the short-term funds raised by this position will support the programs and increase employment by three positions.

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds.

B.3) Subcontractor Project/Activity #1

Title	External Assessment and Evaluation
Subcontractor	Consultant to be determined at a later date
Cost	\$2,328
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #

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Description	A consultant will be retained to provide outside assessment and evaluation services in regards to the CSBG Recovery Act funded services.
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B.4) Subcontractor Project/Activity #2

Title		
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

B.5) Subcontractor Project/Activity #3

Title		
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

CAB Staff will develop an RFP and circulate it to potential candidates including the list of consultants maintained by the Community Foundation of Santa Cruz County.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

NPI	Project or Activity	Description
1.1 - Employment	Case managed target groups will achieve employment.	113 case managed clients from the target groups and other community members/clients will achieve employment resulting in 97 FTEs. (homeless formerly incarcerated women - 6; low-income women seeking non-traditional employment - 28; documented immigrants - 5; adjudicated or at-risk youth - 30 with 20 FTEs; rural isolated teens - 7 with 1 FTE; as well as, 25 through the work of the Job Developer which are not included in the other activities; and 12 through the work of the Associate Director and Fund Developer (including creation of their positions). Of the Green Tech and youth job programs, 66% of these placements will either be in "green technology" fields or in environments where the participant's "green technology" knowledge can be incorporated and is advantageous to their job placement and prospective career mobility.
1.2 - Employment Supports	Reduce or eliminate barriers to employment.	106 clients will reduce or eliminate barriers to employment and become employed or retain their employment. The target group and barriers eliminated or reduced are (6 - homeless women who are either unemployed or underemployed, have sobriety maintenance issues, are incarcerated or reentering the community), (15 homeless people - ability to communicate with employers), (28 women - lack of skills/drivers license/etc.), (25 adjudicated or at-risk youth - lack of skills/presentation/confidence/criminal records), (7 North Coast teens - lack of opportunities), (30 documented immigrants - with eligibility to achieve or renew expiring legal status).
1.3 - Increase in household financial assets	Adult earners in households will increase household income.	28 predominately single women, some with children, participating in the non-traditional training sessions will increase their household's income through employment. 6 women living in the Gemma transitional residence will obtain housing and due to their employment will increase the household's income. 20 of the other placements will result in an increase to their household income.

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4.1 - Expanding partnerships	Establish relationships with workforce preparation agencies and private/public employers.	40 new private and public partnerships will be established due to the activity from ARRA funds.
6.1 - Independent Living	Homeless women will establish independent living situations.	6 homeless women residing in the Gemma transitional residence will find and retain housing due to employment.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

No infrastructure investments will take place with Recovery Act funding.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☐ No, our agency will not use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently active provide the status.

None

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

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The target populations that CAB has identified being most in need of assistance present specific and varied barriers to success in regards to employment. The three largest employment sectors, agriculture, tourism and service employment pay low wages and offer minimal to no benefits. Our target population's barriers compound this situation. Due to the challenges in placing these target populations into employment, it naturally follows that this is a barrier to success within CAB's ARRA Plan. Specifically, the homeless, formerly incarcerated women residing in the Gemma residence must overcome the dependencies that have resulted in their past incarcerations, develop workforce preparation skills and confidence and identify employment sources that will employ women with criminal records. These same barriers exist for the adjudicated and at-risk youth (many gang identified) as well as many of the low-income women seeking non-traditional employment. Other agency barriers to success include managing drastic reductions in public & private funding for our core services & related administrative support at the same time as we are ramping up our new (ARRA) planning.
